Embassy Small Grants Program (ESGP)
Budget Narrative

1. Personnel (*Description: An employee of the organization whose work is tied to the proposed project*)

Position	Name of Employee	Annual Salary/ Rate	% of Work Time for Project	Amount Requested from the ESGP *(Salary x Work Time)*	Cost-Share *(Salary x Work Time)*	Total *(Amount Requested + Cost Share)*
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
			1. Personnel Sub-Total	$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

Embassy Small Grants Program (ESGP)
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Component	Wage	Rate	Amount Requested from the ESGP *(Wage x Rate)*	Cost-Share *(Wage x Rate)*	Total *(Amount Requested + Cost Share)*
2. Fringe Benefits *(Description: May include contributions for social security, employee insurance, pension plans, etc.)*					
					$0
					$0
					$0
					$0
					$0
2. Fringe Benefits Sub-Total			$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

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3. Travel (*Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.*)

Purpose of Travel	Item Description	Number of Days	Cost Per Unit/Rate	Number of People	Amount Requested from the ESGP *(No. of Days x Cost Per Unit x No. of People)*	Cost-Share *(No. of Days x Cost Per Unit x No. of People)*	Total *(Amount Requested + Cost Share)*
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
				3. Travel Sub-Total	$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

4. Equipment: Not Allowable

5. Supplies (*Description: Materials costing less than $5,000 per unit and often having one-time use.*)

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Amount Requested from the ESGP (*Cost Per Unit x No. of Units*)	Cost-Share (*Cost Per Unit x No. of Units*)	Total (*Amount Requested + Cost Share*)
						$0
						$0
						$0
						$0
						$0
		5. Supplies Sub-Total		$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

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6. Contractual (*Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.*)

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Amount Requested from the ESGP *(Cost Per Unit x No. of Units)*	Cost-Share *(Cost Per Unit x No. of Units)*	Total *(Amount Requested + Cost Share)*
						$0
						$0
						$0
						$0
						$0
			6. Contractual Sub-Total	$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

7. Construction: Not Allowable

8. Other Direct Costs *(Description: Expenses not covered in any of the previous budget categories.)*

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Amount Requested from the ESGP *(Cost Per Unit x No. of Units)*	Cost-Share *(Cost Per Unit x No. of Units)*	Total *(Amount Requested + Cost Share)*
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
			8. Other Direct Costs Sub-Total	$0	$0	**$0**

Narrative Justification:

Source of Cost Share Funds (if apply):

9. Total Direct Costs	
Amount Requested from the ESGP *(Sum of Sub-total Costs from #1-#8 above)*	$0
Cost-Share *(Sum of Sub-total Costs from #1-#8 above)*	$0

10. Indirect Costs: Not Applicable	
Amount Requested from the ESGP	$0
Cost-Share	$0

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
Amount Requested from the ESGP *(Sum of #9-10 above)*	$0
Cost-Share *(Sum of #9-10 above)*	$0

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BUDGET SUMMARY

Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	$0	$0	$0
2. Fringe Benefits	$0	$0	$0
3. Travel	$0	$0	$0
4. Equipment	$0	$0	$0
5. Supplies	$0	$0	$0
6. Contractual	$0	$0	$0
7. Construction	$0	$0	$0
8. Other Direct Costs	$0	$0	$0
9. Total Direct Costs (lines 1-8)	**$0**	**$0**	**$0**
10. Indirect Costs	$0	$0	$0
11. Total Costs (lines 9-10)	**$0**	**$0**	**$0**